

PRV – Enrollment Process for Primary Care Attestation Request

Purpose:

The purpose of the procedure is updating the provider file, so an increased Medicaid payment will be made for eligible services delivered by a primary care provider for calendar year 2013 and 2014.

Identification of Roles:

Provider Enrollment Team

Performance Standards:

N/A

Path of Business Procedure:

Step 1: Receive Attestation form

- a. The enrollment supervisor will receive the completed Iowa Medicaid Primary Care Physician Certification and Attestation for Primary Care Rate Increase form via email when submitted by the provider.
- b. Enrollment supervisor will forward the email to a member of the enrollment team for processing.

Step 2: Review document for completeness

- a. Open email (Response Report)
- b. Required information on the form must include:
 1. Name
 2. National Provider Identifier (NPI)
 3. Address information
 4. Email address
 5. Certification- must check one box
 6. Date under which board they have certification or
 7. Attest 60% of Medicaid billing
- c. If all required information on the form move to step 3
- d. If missing information return to email address on the form and include in your email what information is missing and advise them to resend a completed attestation form. Import a copy of your response into OnBase and delete email.

Step 3: Validate

- a. Open MMIS Provider Master File 9, validate the NPI is **active** (enrollment stats 1=Active). If not an active NPI move to step 4.
- b. Validate NPI is a type 02- Physician MD or 03- Physician DO. If not one of these provider types move to step 4
- c. Log onto the American Board indicated on the form website to confirm the provider is certified and active. Websites include: American Board of Medical Specialties: <http://www.abms.org/>, American Board of Physician Specialties: <http://www.abpsus.org/> and American Osteopathic Association: <http://www.osteopathic.org/Pages/default.aspx>. If not one of the specialties (family medicine, general internal medicine or pediatric medicine) move to step 4.
- d. Import screen shot into OnBase. Select file print, select OnBase printer, and select document type "PRV DOC" from the drop down, Enter keywords- NPI, today's date and PRV unit. All results must be imported into OnBase.
- e. 60% claims attestation, enrollment supervisor will verify through DBextra, if provider does not meet move to step 4, if provider meets move to step 5.
- f. If provider is qualified for increased payment move to step 5

Step 4: Deny Request

- a. If the NPI is not active send email back to email address on the form and indicate an inactive NPI number was listed on the form and cannot be processed
- b. If the provider type is not an 02 or 03 send an email to email address on the form that only provider type 02 or 03 are eligible for the increased Medicaid payment as indicated in IL-1194.
- c. If they indicated board certification and they do not meet the qualification, email the denial letter to the address on the attestation form.
- d. If 60% of total Medicaid billings was not met email denial letter back to email address on the form.
- e. Update MMIS Provider Master File:
 1. Log into MMIS file 9
 2. Enter the action code C
 3. Enter the provider number
 4. On Screen one of the provider master file under Specialty the first specialty should always be populated with a specialty code or 01 (General Practice). These new specialty codes will be in any of the additional fields:
PX=Pediatrics **denied** thru licensure board
IX= Internal Medicine **denied** thru licensure board
FX= Family Practice **denied** thru licensure board
 5. Enter the date 010113, if received attestation form prior to 010113. If after 010113 enter the date the attestation was received by IME
 6. Press enter twice to save changes to MMIS
- f. Update MMIS Provider Master File:

1. Log into MMIS
2. Enter the action code C
3. Enter the provider number
4. On Screen one of the provider master file under Specialty the first specialty should always be populated with a specialty code or 01 (General Practice). These new specialty codes will be in any of the additional fields:
PV= Pediatrics denied claims data
IV= Internal Medicine denied claims data
FV= Family Practice denied claims data
5. Enter the date 010113, if approved prior to 010113. If after 010113 enter the date the attestation was received by IME
6. Press enter twice to save changes to MMIS

Step 5: Approve Request

- a. Update MMIS Provider Master File:
 1. Log into MMIS file 9
 2. Enter the action code C
 3. Enter the provider number
 4. On Screen one of the provider master file under Specialty the first location should always be the specialty code- 37 (Pediatrics), 11 (Internal Medicine) or 08 (Family Practice). These new specialty codes will be entered in any of the additional fields. The following codes indicate that the provider is approved and has been validated to receive the increased Medicaid payment:
PC= Pediatrics **approved** thru claims data
IC= Internal Medicine **approved** thru claims data
FC= Family Practice **approved** thru claims data
PL= Pediatrics **approved** thru licensure board
IL= Internal Medicine **approver** thru licensure board
FL= Family Practice **approved** thru licensure board
 5. Enter the date 010113, if attestation was received prior to 010113. If after 010113 enter the date the attestation was received by IME.
 6. Press enter twice to save changes made to MMIS
- b. Send email to the email address on the Response request form. Attach approval letter to email.

Step 6: Import response into OnBase

- a. Import a copy of your sent email response into OnBase. Select file print from your email, select OnBase printer, and select document type "PRV DOC" from the drop down; enter keywords- NPI, today's date and PRV unit.
- b. Once imported you can delete sent email from outlook.

Forms/Reports:

Iowa Medicaid Primary Care Physician Certification and Attestation for Primary Care Rate Increase

RFP References:

Interfaces:

Attachments: 1- Process Map

ENROLLMENT PROCESSING FOR PRIMARY CARE ATTESTATION

ENROLLMENT SPECIALISTS

